

## Town of Ellington Position Description

TITLE:	Emergency Medical Technician/Ambulance Driver - PT
DEPARTMENT:	Ellington Volunteer Ambulance Corps (EVAC)
SUPERVISED BY:	Immediate Supervision and General Direction from EVAC President; Policy Direction from the EVAC Executive Board

### OBJECTIVES

Under the immediate supervision and general direction of the EVAC President and policy direction from the EVAC Executive Board, responds to ambulance calls for emergencies, routine calls and lift assistance in nature. Create necessary paperwork per EVAC standards, maintain building, grounds and vehicles as needed or scheduled.

### ESSENTIAL FUNCTIONS

Respond to all calls for emergency, lift or other assistance.

Maintain records and files, prepare and submit proper paperwork consistent with EVAC standards.

Create and maintain any necessary paperwork as directed by the President of EVAC.

Perform daily signed inventory; check, clean and restock all EVAC vehicles.

Clean and maintain EVAC facility and the surrounding grounds as needed or scheduled. Knowledge of and ability to use all materials, methods and devices used in cleaning operations.

Conform to H.I.P.A.A. Privacy Regulations at all times.

Ability to work with minimal supervision and always be a team player. Employees must promote teamwork and present good moral and professional ethics.

Employees must be able to work with EVAC volunteers that first respond to calls, with people from the other departments that we team up with to provide services for the citizens of Ellington and with any towns that we may provide Mutual Aid.

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Employees must understand, adhere to and maintain O.S.H.A standards for the EVAC facility and vehicles, equipment and personnel.

Employees must work with Rescue Post 512 young adults, have the ability to encourage, help develop confidence with their E.M.T., M.R.T. and interpersonal skills.

Employees must be able to perform all duties including lifting and moving patients.

Employees may have to answer telephones and deal with routine telephone calls, including taking detailed telephone messages.

REQUIRED EQUIPMENT OPERATION

Ability to operate standard office equipment, personal computer and software; ability to operate a vacuum cleaner, light powered equipment and simple tools; ability to drive a motor vehicle; ability to operate with proficiency all emergency equipment required by EVAC.

REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk, stand or move within the building and facilities and at field locations, and work continuously for extended periods of time. Physical effort required to lift and move patients and equipment while performing duties under varying conditions, including exposure to inclement weather and rough terrain with some disagreeable factors. Considerable driving required to carry out duties. Some stress involved in public contacts.

REQUIRED QUALIFICATIONS (Minimum)

Must have and maintain possession of a valid Connecticut Driver's License with clean driving records. Must have and maintain a current State of Connecticut Emergency Medical Technician-Basic Certification and an American Heart Association-Healthcare Provider C.P.R. Certification. Candidates must have and maintain a clean criminal record. Haz-Mat, O.S.H.A. or other courses or certifications may be required as directed by the EVAC President.

**BOS APPROVED: 01/08/01**  
**BOS REVISED: 04/12/04**